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Approved For Release 2004/10/28 : CIA-RDP80M01082A000200150012-5

IRAC-IR&DC-2/74
13 September 1974

MEMORANDUM FOR THE INTELLIGENCE RESEARCH AND
DEVELOPMENT COUNCIL

SUBJECT: IR&D Council Planning Document

1. IRAC-IR&DC-1/74 dated 26 August 1974 advised that data submissions requirements and procedures for the Council Planning Document would be distributed in manual format. As an interim measure, the memorandum enjoined members to prepare and forward submissions to the Council Secretariat in accordance with the procedures and dates listed in the approved draft as submitted by [REDACTED] committee to the Council on 22 August.

2. Two copies each of the manual are forwarded herewith for the member's use and compliance. Additional copies are available upon request.

[REDACTED]
Executive Secretary

Attachment as stated

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THE INTELLIGENCE RESEARCH AND DEVELOPMENT COUNCIL

Data Submission Requirements and Procedures

Secret

September 9, 1974

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Sensitive Intelligence Sources and Methods Involved

NATIONAL SECURITY INFORMATION
Unauthorized Disclosure Subject to Criminal Sanctions

Classified by [REDACTED]
Exempt from General Declassification Schedule
of E.O. 11652, exemption category:
§ 5B(1), (2), and (3)
Automatically declassified on:
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THE INTELLIGENCE RESEARCH AND DEVELOPMENT COUNCIL

Data Submission Requirements and Procedures

THE INTELLIGENCE RESEARCH AND DEVELOPMENT COUNCIL

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THE INTELLIGENCE RESEARCH AND DEVELOPMENT COUNCIL

9 September 1974

INSTRUCTIONS AND PROCEDURES

1. *Purpose:* The purpose of this document is to set forth instructions and procedures for member organizations' data submissions for the Intelligence Research and Development Council Planning Document.

2. *Scope:* Information provided shall encompass all Research and Development resource allocations and activities in support of collection, processing, analysis, production, dissemination, clandestine operations, and use of intelligence within the purview of the member organizations. Programs in the intelligence program elements and intelligence related activities in other program elements should be included as shown in Format A.

3. *Reporting Period:* Data in the prescribed format shall be submitted annually by 15 September to the Council Secretary to permit compilation, coordination, and publication of the Planning Document on 15 October. Major changes in member R&D programs after 15 October may be submitted as they occur.

4. *Structure:* The document shall consist of two sections. The first section will be arranged by individual member R&D programs. Each submission, for this purpose, should contain the following:

a. *A concise statement as to the overall objective of the member's R&D program.*

b. *A functional block diagram depicting the member's R&D organization for intelligence purposes.* This organizational presentation should also reflect, as appropriate, subordinate laboratories and contractual research organizations external to headquarters or internal organizational structures. Shading, percentages, etc., should be used, as appropriate, in those cases for which only a portion of a subordinate organization's R&D responsibility is for intelligence.

c. *RDT&E total dollar allocations for intelligence listed by program element or program title (non-DOD programs) for the preceding year, the current year, and five (5) years following the current fiscal year.* Major functional efforts or major systems development within a program element should be portrayed as a subtotal to convey the program element objective. In program elements, such as ARPA, where only a portion of RDT&E dollars is allocated for intelligence purposes, the program element total should be listed in parentheses. Programs should be listed by the organization responsible for carrying out the work. Other cooperating or sponsoring organizations par-

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icipating in the *same* project should be shown parenthetically in Block 6 of Format B.

d. *Program/project descriptions arranged by the categories listed in Table I and conforming to Format B.* Category definitions are set forth in Table II. Totaling of dollar allocations for each program/project should equate to total program dollars reflected in Format A. Where applicable, the cumulative expenditures to date should appear in the remarks column of Format B.

The second section of the document will contain the data submitted for (d) above arranged by functional categories across programs.

5. *Security Classification:* Submissions may be classified to the clearance levels specified in the 22 July Council report to the Chairman, IRAC.

6. *Publication:* The Council Secretary shall, following document approval by the Chairman, publish and disseminate the document.

SECURITY CLASSIFICATION

SAMPLE

ORGANIZATION INTELLIGENCE RDT&E FUNDING PROFILE

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SECURITY CLASSIFICATION

IR&DC—Format A

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SECURITY CLASSIFICATION

Submission Date

1. Functional Category (Title and Identification Nr.)	2. Secondary Functional Category	3. Project Title						
4. Primary Technology	5. Program Element (or equivalent ID)	6. Responsible Organization & Contact						
7. Program Objectives								
8. Program Description								
9. Funding Profile	1974	1975	1976	1977	1978	1979	1980	Remarks

SECURITY CLASSIFICATION

IR&DC—Format B

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